

Bringing service to life

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## Conferences & Events at the Defence Academy





# The Defence Academy

A unique venue for conferences, meetings and functions

The facilities at the Defence Academy can be matched to your requirements. Our venues can accommodate intimate meetings as well as large symposia and dinner functions in impressive dining facilities.

The Defence Academy of the United Kingdom was established in 2002 and is the UK Government's Higher Educational Defence Institution.

The Academy comprises the Joint Services Command & Staff College (JSCSC), College of Management & Technology (CMT) which is based at Shrivenham, the Royal College of Defence Studies (RCDS) in London and the Armed Forces Chaplaincy Centre (AFCC) at Andover. The Academy has three strategic partners (King's College London, Serco UK Central Government, Defence and Cranfield University) who provide our academic and facilities support and who are vital to our success. Its Headquarters and principal operating base is at Shrivenham, midway between Oxford and Swindon. Set on an attractive campus in the picturesque Vale of the White Horse, it benefits from excellent road and rail links, being only 20 minutes from the M4 motorway.

The facilities of the Defence Academy's Joint Services Command & Staff College and the College of Management & Technology at Shrivenham are impressive, comprehensive and technically advanced and make the Shrivenham campus an ideal venue for prestigious conferences, technical meetings and product launches in a highly secure and commercially confidential setting.



# The Joint Services Command & Staff College

For large groups and expanded seminar facilities



The Joint Services Command & Staff College (JSCSC) was built on the Shrivenham campus in 2000 to house the UK's joint staff training facility for officers from the British armed forces.

A state-of-the-art educational facility, the College has quickly established an international reputation as a world-class military training college under the umbrella of the Defence Academy. The JSCSC is ideal for use as a conference venue and offers all the modern facilities that are required to work and stay at the College.

The JSCSC consists of a huge and architecturally impressive Forum that forms the core of the building and serves as a meeting place and refreshment venue. Several facilities lead off directly from the Forum including the Cormorant Hall lecture theatre which can seat an audience of up to 450; the Victory Dining Room, Fieldhouse restaurant and Henderson Bar; and the largest military Library in the United Kingdom.

The teaching accommodation is also impressive consisting of over 60 syndicate rooms that normally seat 10, several of which can be doubled in size by the removal of partition walls. Also available are a further seven lecture theatres ranging in size from 30 seats to 220.

All teaching facilities, including lecture theatres, are equipped with a wide range of high-tech audio-visual facilities that are managed and supported by Serco staff.

The College combines the traditional 'feel' of an Officers' Mess with 21st Century living and catering services. The three-storey JSCSC building includes over 450 single en-suite rooms which are complemented by a full range of catering facilities ranging from tea and coffee to buffet lunches and the more formal silver service dining room that can cater for up to 350 people at a single sitting.

Situated in beautiful countryside within sight of the Vale of the White Horse yet easily accessible via the M4 and several trunk roads, JSCSC offers a superb conference facility in a modern, comfortable, prestigious and secure building supported by helpful and friendly staff who will help make your event or visit as successful as possible.



A state-of-the-art educational establishment with superb facilities for large meetings and prestigious symposia, together with excellent en-suite accommodation and dining within the College.

**Lecture theatres:**

- Cormorant Hall, 450 seats
- Tedder, 220 seats
- Montgomery, 120 seats
- Cunningham, 90 seats
- Nelson, 50 seats
- Brooke-Popham, 40/80 seats
- Elworthy, 40/80 seats
- Alanbrooke, 30 seats

**Facilities:**

- Powerpoint presentations can be controlled via a manned control room or from the presenter's lectern
- Recording and playback using most common formats
- Lectern and radio microphones
- Lectern laptop PC for speaker use
- 'Sympodium' smartboard capability in each theatre

- Video camera for recording of lecture or for broadcast of lecture to other theatres/meeting rooms
- Incoming/outgoing signals to/from other theatres
- Windows XP/Office 2003 software

**And in the Cormorant Hall:**

- Multiple microphones allowing full audience participation
- Multiple screen configuration available
- Widescreen DVD playback
- Fully controllable dome camera.

**Meeting rooms:**

- Wall-mounted whiteboard
- Digital Freeview TV feed

- Projection screen smartboard
- Desktop PC feed directly to LCD projector
- Camera and data feed from any of the JSCSC lecture theatres allowing lectures to be viewed
- Video conferencing between meeting rooms
- Windows XP/Office 2003 software

**Accommodation:**

- Mainly single en-suite rooms within the College
- 350 seat main dining hall
- Informal and formal bars
- Three lounges
- Fitness Suite and squash courts

# Beckett House

For small, prestigious events



*Beckett House and surroundings*



*The linked accommodation annex*



*A seminar room at Beckett House*

#### **Lecture rooms:**

- Nelson, 30 seats
- Slim, 24 seats
- Tedder, 20 seats
- Nightingale, 15 seats
- Alanbrooke, 15 seats

#### **Facilities:**

- All rooms include PCs with Internet access

#### **According to the room, facilities may also include:**

- LCD projection,
- DVD/VHS players controlled by Crestron controllers
- Video conferencing
- Digital wall displays
- Plasma screens
- Windows XP/Office 2003 software

#### **Accommodation:**

- 50 single en-suite rooms, furnished to a high standard
- Impressive communal lounge and dining areas

Beckett House is surrounded by its own landscaped grounds adjacent to an ornamental lake and is an ideal location for high level management meetings which demand intimate, prestigious surroundings, without an overtly military flavour. Dating from the C.18th, Beckett House underwent a sensitive refurbishment in 2007 and now includes a linked annex housing 50 en-suite rooms. Seminar rooms are available to cater for up to 60 people, with a variety of audio-visual and seminar facilities available including video-conferencing.



# The Churchill Lecture Theatre

For presenting to large audiences

The Churchill Lecture Theatre is the latest addition to the Defence Academy's impressive and growing list of presentation venues, having been opened in late 2007. The theatre seats up to 260 in two tiers, and is equipped with superb audio visual facilities. Like the JSCSC's Cormorant Hall it boasts an audience microphone system so is an ideal venue for large scale debates. A foyer and cloakroom area provide participants with a break out and coffee area, and because the theatre is self-contained, customers are guaranteed exclusive use of the whole building for the duration of hire.

Syndicate facilities in Roberts Hall, an adjacent building, add to the available facilities. We also have a selection of other large lecture theatres across the site that may provide an alternative option should the Churchill not be available.



A newly completed, dedicated lecture theatre with high quality facilities, ideal for day conferences.

#### Facilities:

- 260 seats
- Flat floor stage
- Microphones for audience participation
- Large foyer area for breakout or display use



*A control room in the lecture theatre*

# The Defence Capability Centre

A large exhibition arena with flexible facilities

One of the largest conference areas available on site is the Defence Capability Centre (DCC). Finished in 2007, the DCC houses a large selection of military hardware in exhibition style focus areas with full and impressive IT and AV facilities.

Focus areas 1-5 are infinitely adaptable according to customer requirements, and the adjacent vehicle park is fully ducted with IT services allowing external static displays to be connected to the building network.

These photographs show the main arena configured as a military equipment exhibition space, and the conference hall as a lecture theatre. Meeting and seminar rooms, on ground and first floors provide comprehensive facilities and there are also two synthetic environment rooms where military wargames can be set up and played.



DCC Focus Areas 1-3



DCC Conference Hall

#### **Focus areas 1, 2 and 3:**

- 110m x 17m hall with c. 10m high ceilings
- Strengthened floor and large doors allow access to large military vehicles, i.e tanks
- Hall is fully configurable for conferences, exhibitions, etc
- 5 large c.5m x 4m projection screens with video projectors. Centre screen has audio capability
- Fully wired for IT and power both around perimeter and on floor via ducts

#### **Conference Hall:**

- A mostly free format space with the option of having 198 tiered seats and up to 100 additional chairs plus exhibition material.
- A large central projection screen with audio capability and video projector

#### **Meeting rooms:**

- Three meeting rooms, one with fixed data projection

#### **Syndicate rooms:**

- Three rooms can accommodate up to 30 students each. These rooms have movable partitions to accommodate large groups.
- Each syndicate room is equipped with mobile LCD video/data projectors

#### **Synthetics:**

- Two flood-wired syndicate rooms and synthetic environments used for wargaming

#### **Vehicle park:**

- Vehicle park is also ducted with IT and electrical services to allow external static vehicles access to the building IT network

#### **Other:**

- Catering for all events in this building can be delivered by our on site hospitality team.
- On-site accommodation is available



# Tariffs

Tariffs are based on 'per delegate' charges and include the hire of a meeting room or lecture theatre, irrespective of the size or type of room.

The Defence Academy is primarily a military training establishment. Priority is given to academy courses. Consequently, all conference bookings require the approval of the MOD to ensure there are no programming conflicts.

In addition to these facilities we also have an onsite Media & Graphics department who are able to accommodate your printing, design and photography requirements.

Quotes are available on request.

## TARIFFS

Based on 'per delegate' charges, including hire of a meeting room or lecture theatre, as required. Extra rooms can be hired. Prices subject to change, and include VAT. Terms and conditions apply. Please contact us for further details.

### **DAY DELEGATE (10hr) RATE (£44/day) / (£34/half day) INCLUDES:**

- Room hire, AV and technician
- Tea, coffee, water, squash, mints
- Name tag, memo pad and pen
- Table d'hote lunch
- Flip chart and pens

### **24hr RESIDENTIAL DELEGATE RATE (£139/day) INCLUDES ALL THE ABOVE PLUS:**

- Table d'hote dinner
- En-suite single accommodation
- Full English breakfast

### **ADDITIONAL ROOMS:**

- Meeting Room, £135.00/day
- Meeting Room, £75.00/half day
- Lecture Theatre, £1500.00/day
- Lecture Theatre, £750.00/half day

### **ACCOMMODATION RATES:**

For delegates arriving prior to the day of the conference or staying an extra day after the conference has finished.

- Bed Only, £60.00
- Bed/Breakfast, £65.00
- Bed/Breakfast/Lunch, £75.00
- Bed/Breakfast/Dinner, £80.00
- Full Board, £85.00

# Terms and Conditions

## 1. Booking procedure:

To confirm your reservation, please reply in writing within one week of booking. All information must be confirmed to us at least 10 days before the function.

## 2. Damage:

The client will be liable for the cost of repairs carried out as a result of any damages caused to any part of the Defence Academy premises, surrounding grounds or equipment thereon, by the negligence, wilful act of default or any persons invited by you or on your behalf.

## 3. Defence Academy rules:

A copy of the Defence Academy rules will be provided to all sponsors and in addition Mess rules are available at Reception and in all accommodation rooms. All visitors will be required to abide by the rules for the use of the Academy facilities during their stay. A strict dress code of business attire should be observed during core hours. This dress code extends into the evening in the main dining halls, surrounding bars and ante rooms.

## 4. Cancellation policy:

Within one week, 100% of total estimated charge. A minimum of 48 hours notice is required for any change of numbers. Notice within 48 hours will result in full charges. Any additional services subcontracted are subject to that company's cancellation policies. In the event of a national crisis, because of the nature of the College's business, a scheduled and agreed event may be cancelled without notice. Neither Serco or MOD accept liability or cost for such a cancellation.

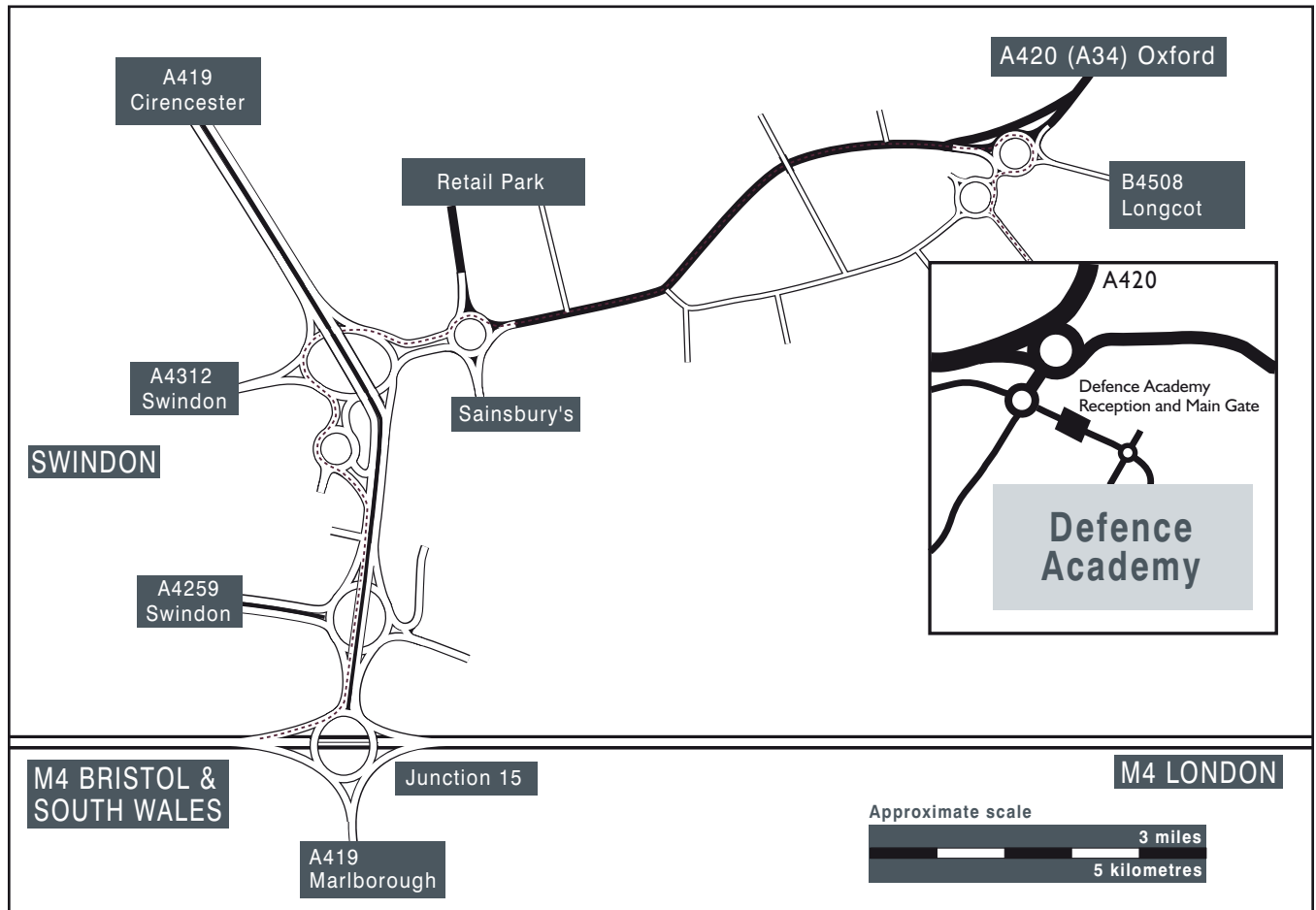
## 5. Payment terms:

Payment must be made within 30 days of receipt of invoice. Cheques should be made payable to Serco Ltd.

## *Cancellation of conferences or meetings by us*

We have to point out that extreme situations may make it impossible for us to fulfil a conference booking because the MOD have the right to secure the site, or change its use without notice. In practice only extremely serious situations such as National Emergency or War are likely to cause such a change of use. However if such a situation should occur, the organisers shall not be held responsible for consequent losses (monetary or otherwise) which are incurred by the client. Our liability shall extend only to refund of any monies already paid by the client as a deposit. The client will not be liable to pay any sum to the organisers whatsoever. Nor will the organisers make any charge for work done in preparation for a meeting or conference which has to be cancelled through no fault of the client. Where cancellation of a meeting or conference occurs, the organisers will give the client as much notice as possible of cancellation. However we cannot be held responsible for any costs incurred by the client as a result of last minute cancellation.

# Your Next Step...



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